

TECHNICAL & FINANCIAL FILE

TEKNİK & FINANSAL DOSYA

Tender ref: TR-2025-027

Tender Subject : Capacity building and Training courses service

1- COMPANY INFORMATION / FİRMA BİLGİLERİ

Company Name		Sirket İsimi
Representative		Temsilci
Registration number		Kayıt numarası
Tax number		Vergi numarası
Address		Adres
Phone number		Telefon numarası
E-mail		E-posta

2- Required service

Capacity building service provider to deliver training course , details are mentioned in annex B (TOR).

3- DELIVERY TIME

The delivery time will be separate for each training course, MI shall notify the service provider before one week of any course start. The duration of each course is mentioned in Annex B TOR.

4- BID VALIDITY TIME

Please write the bid validity, knowing that the less acceptable bid validity by MI is 45 days.

5- Details of the required service (Training courses)

Please fill all the required information for one or more of the required courses mentioned below, not filling the required information will disqualify your bid.

A- Training location:

Please write the intended to be training location in Gaziantep (full address):

B- Required courses:

- Please fill in the below information according to the training courses which you intend to apply for and attach the supporting docs for each training as a pressed file (name should be according to each training course and number).
- The supporting docs should include (Trainer/s CV, reference letters, previous contracts, degree, other docs mentioned in the Trainer requirement/evaluation criteria).
- More details about the training courses are mentioned in the TOR.

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
1	Proposal writing training	3	English	Physical	NA	*Proficiency in Writing Humanitarian Grants: Demonstrated ability to create effective applications for key humanitarian donors, such as the UN, EU. *Knowledge of the Syria Humanitarian Context: A thorough awareness of the financial environment, sector-specific priorities, and operational difficulties in the Syria response. *Training and Capacity-Building Skills: Capacity to provide needs-based, interactive training for humanitarian professionals with varying levels of experience	100% financial scoring	25
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
2	Program D Pro training	5	English	Physical	Exam costs to be included, exams to be in line with the institute of(PM4NGOs) .	*Master/bachelor's degree or MBA in Business Administration, Strategic Management, or a related field *Proven experience in Strategic planning training/consulting. (5 years at least) *Training and Capacity-Building Skills: Capacity to provide needs-based, interactive training for humanitarian professionals with varying levels of experience * Trainer membership of PM4NGOs	100% financial scoring	17

Trainer name/s	Trainer Qualification	Number of years of experience	Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
3	Strategic Management training	2	English	Physical	NA	*Master/bachelor's degree or MBA in Business Administration, Strategic Management, or a related field *Proven experience in Strategic planning training/consulting. (5 years at least)	100% financial scoring	30

Trainer name/s	Trainer Qualification	Number of years of experience	Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total

4	Rapid Need assessment & health need assessment training	3	English	Physical	NA	*Degree on health, social affairs, development studies Strategic Management, or any other related field *5 years of experience in conducting study, research, assessment in humanitarian or development context. *Proven experience in providing similar training with recognized organization.	100% financial scoring	24
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
5	CHS in project management cycle training	2	English	Physical	NA	*Bachelor's or Master's degree in Humanitarian Studies, International Development, Project Management, Public Health, or a related field. *Minimum 5 years of experience in humanitarian or development programs, particularly in project management, MEAL (Monitoring, Evaluation, Accountability, and Learning) *Proven experience in providing similar trainings with recognized organization.	100% financial scoring	20
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

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#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
6	Program evaluation and OECD criteria training	3	English	Physical	NA	*Bachelor's or Master's degree in Humanitarian Studies, International Development, Project Management, Public Health, or a related field. *Minimum 7 years of experience in humanitarian or development programs, particularly in project management, MEAL (Monitoring, Evaluation, Accountability, and Learning) *Previous experience in conducting internal or external program evaluation with I/NGO *Proven experience in providing similar trainings with recognized organization.	100% financial scoring	25
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
7	Storytelling and Effective Communication training	2	English	Physical	NA	*A degree in Communications, Journalism, Marketing, Media Studies, or a related field. *At least 5 years of experience in storytelling, content creation, public relations, or strategic communication, preferably in the humanitarian or development sector *Proven track record in delivering interactive workshops and training sessions on storytelling, public speaking, or media engagement.	100% financial scoring	16
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
8	Advanced procurement training	2	English	Physical	NA	* 10 years' experience * English proficiency level C1 * Certificate from CIPS at least level 4, or certificate in Supply chain from AIPICS * Proven experience in similar training.	100% financial scoring	17

Trainer name/s	Trainer Qualification	Number of years of experience	Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
9	Logistics training (warehousing, fleet, asset, customs clearance) training	1	English	Physical	NA	* 10 years' experience * English proficiency level C1 * Certificate from CIPS at least level 4, or certificate in Supply chain from AIPICS * Proven experience in similar training.	100% financial scoring	17

Trainer name/s	Trainer Qualification	Number of years of experience	Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria	number of attendees
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		from 0900 to 1700				Essential	Award	total
10	Anti-fraud training	2	English	Physical	NA	* 10 years experience * English proficiency level C1 * Certificate for this kind of courses	100% financial scoring	32

Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)	
#	Training	Duration (in days from 0900 to 1700	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria			number of attendees
						Essential	Award	total	
11	First aid training	1	English, with Turkish translation	Physical	NA	*Official and authorized Certification in First Aid & CPR from the TC government. Background in healthcare, paramedics, or emergency response. * Proven Experience in conducting safety and emergency response training (5 years at least)	100% financial scoring	20	
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)	

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#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
12	Excel (Advanced)	3	English	Online	the training to be online, or at a hall (at the SP place), the 3 days shall be delivered in different days (each day 2 hours) the total required hours is 21 hours.	* 10 years experience * English proficiency level C1 * Certified for this kind of courses	100% financial scoring	12
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria	number of attendees
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		from 0900 to 1700				Essential	Award	total
13	Management Skills	2	English	Online	NA	* Bachelor Degree in Business Administration, or Management * Proven experience in management training/consulting (5 years at least)	100% financial scoring	15
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
14	Medical procurement training	1	English	Physical	NA	* 5 years experience in medical supply chain. * English proficiency level C1	* 45% medical bachelor/master/PHD degree * 55% price scoring	11
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)
#	Training	Duration (in days)	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees

		from 0900 to 1700				Essential	Award	total
15	Intermediate level English course	200 hours	English	Online or Physical	the training will be 200 hours in different days, hospitality is not needed for this training, it will be either online or at the SP hall or in MI I office	*Bachelor's degree in English, Linguistics, Education, or a related field *Provide Experience in teaching English (5 years at least)	*TEFL/IELTS certification 45% Scoring * 55% financial scoring	11
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

#	Training	Duration (in days from 0900 to 1700	Training language	Attendance method	Notes	Trainer requirement/ evaluation criteria		number of attendees
						Essential	Award	total
16	A1 Arabic course	200 hours	Arabic	Online or Physical	the training will be 200 hours in different days, hospitality is not needed for this training, it will be either online or at the SP hall or in MI I office	* bachelor Degree in Arabic Language. *Experience in teaching Arabic to non-native speakers. (5 years at least)	100% financial scoring	10
Trainer name/s		Trainer Qualification		Number of years of experience		Trainer proficiency in English	Training curriculum if applicable	Training course cost in EUR (VAT included, and other costs mentioned in TOR to be included)

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6- FINANCIAL CONDITIONS:

1. The payment shall be in EUR by bank transfer to bank details mentioned in the invoice. MI has the right to pay the invoice in Turkish lira, according to the exchange rate in the day of payment.
2. In case there is a mistake in calculation, the unit price shall be taken into consideration.
3. Malteser International will not pay any advance payment.
4. Payment shall be within 30 days of delivery and acceptance by MI, language training courses are an exception.
5. In case of any late delivery, MI shall apply the penalty of cutting 0,2% of the total contract value per day, not exceeding 10% of the contract value.
6. By submitting the financial bid, the company attests that it is not bankrupt or in the process of bankruptcy.
7. By submitting the financial bid, the company attests that it is not on any of the sanction's lists (Turkiye, USA, Europe, UN, Austaralia).
8. Accuracy of decimal numbers after the comma must not exceed two digits, whether unit price or total prices.
9. MI has the right to refer the purchase of the goods required in the bid to more than one supplier.

END OF TECHNICAL & FINANCIAL FILE